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**MEMORANDUM**

**January 20, 2015**

**To:** All New Mexico Licensed Auto Dealers & Auto Recyclers

**From:** Margaret Williams, Bureau Chief  
Dealer Licensing Bureau (DLB)

**Re:** 2015 Auto Dealer and Auto Recycler License Renewal Applications  
**Due to DLB by 2/28/2015 – failure to submit timely will result in delays or denial**

Happy New Year! The New Mexico auto dealer and auto recycler license renewal season is upon us. The renewal application is attached to an e-mail sent by the DLB from e-mail address:

[Dealerbureau.mvd@state.nm.us](mailto:Dealerbureau.mvd@state.nm.us).

Please make sure you read this memorandum thoroughly and carefully to ensure that you provide all the information and documentation required to renew your dealer and/or auto recycler license in a timely manner.

Your feedback regarding the on-line application tracking has been overwhelmingly positive so we're continuing that practice again this year. Every Friday, during renewal season, the DLB will post an updated spreadsheet that will let you know the following:

- When your application was received at the DLB;
- Which supporting documents were received;
- When we have made additional information requests; and
- When the application was approved

**PLEASE NOTE:** The initial review will only be to verify that documents were received in the DLB office, **NOT** that the documents have been approved as valid or accurate.

**PLEASE NOTE:** Failure to submit a complete application can result in delays in renewing your license. A business that fails to submit a complete **and** timely application may have to apply as a new auto dealer or recycler. For auto dealers this will require the Pre-Licensing Education (PLE) class.

This memorandum is broken into the following sections:

1. How do I know which application I need to submit?
2. What if I have a supplemental lot?
3. Longer 3-page application requirements;
4. Shorter 2-page application requirements;
5. Where to find the renewal application?
6. When are applications due?
7. What will happen if my application is incomplete or late?
8. How do I know if my application was received?
9. How do I know if I am missing any documents?
10. What if I have questions?
11. When can I expect to get my 2015 license?

**1. How do I know which application I need to submit in 2015?**

Each year the requirement will alternate: In 2015, those businesses that completed a short application in 2014 will complete a longer application. Those that completed a long application in 2014 will complete a short application in 2015.

**Do I need to submit a longer 3-page application?** You need to submit a longer 3 -page application if your business is located in one of the counties listed below:

- |               |                |             |               |
|---------------|----------------|-------------|---------------|
| 1. San Juan   | 8. Mora        | 15. Catron  | 22. Chaves    |
| 2. Rio Arriba | 9. Harding     | 16. Socorro | 23. Roosevelt |
| 3. Taos       | 10. San Miguel | 17. Lincoln | 24. Otero     |
| 4. Colfax     | 11. Cibola     | 18. De Baca | 25. Eddy      |
| 5. Union      | 12. Torrance   | 19. Curry   | 26. Hidalgo   |
| 6. McKinley   | 13. Guadalupe  | 20. Grant   | 27. Luna      |
| 7. Los Alamos | 14. Quay       | 21. Sierra  | 28. Doña Ana  |
|               |                |             | 29. Lea       |

**Which dealers have to provide Continuing Education Certificates?**

Any Independent Dealer whose primary location is in a county requiring the **longer renewal form** will be **required** to submit a copy of their continuing education certificate in **2015**.

**Do I need to submit a shorter 2-page application?**

You need to submit a shorter 2-page application if your business is located in one of the following four (4) counties: **Bernalillo, Sandoval, Valencia or Santa Fe.**

**2. What if I have a supplemental lot?**

If you have a supplemental lot, the application form you must use is determined by the county in which your primary lot is located.

**Example:** If your primary location is in Albuquerque, and your supplemental lot is in Farmington, you will complete a shorter renewal application in 2015 because Albuquerque is in Bernalillo County.

### **3. Longer 3 -page application requirements:**

Use this application if your primary business is located in any one of the 29 counties listed on page 2.

Make sure you complete the **CORRECT** application for the **COUNTY** in which your business is located. If you submit the incorrect application your license will be **DELAYED**.

Complete Page 1: Business Information page

Complete Page 2: Applicant Affidavit page

Complete Page 3: Ownership Information page

Attach:

- Bond receipt that shows your bond is paid and runs concurrent with the 2015 license, e.g.; April 1, 2015 to March 31, 2016. Read instruction # 53 for acceptable receipts
- Print-out of your status with the Secretary of State (SOS) office for your corporation or partnership. The print-out must be no older than seven days from the day it was printed. The SOS print-out can be obtained through Corporation information at [http://www.sos.state.nm.us/business\\_services](http://www.sos.state.nm.us/business_services). This print-out is **only** for those of you whose businesses are: LLC, Corporations, partnerships and Sub S. If none of these categories apply to you, you **DO NOT** need to send a SOS print-out.
- Copy of your current business license. This is the license issued by your city, municipality or county stating you can do business at your location. This license must be for the address at which your business is located. If the city or county in which your business is located does not require a business license, please submit a letter from the city or county to that effect. This requirement also applies to supplemental lots.
- Current Fire Marshal Inspection Certificate/Permit. This certificate must be for the address at which your business is located. An inspection should be done yearly and posted on the wall of your establishment. This requirement also applies to supplemental lots. **Note:** This form is the Inspection Certificate/Permit, **NOT** the Inspection Invoice.
- Continuing Education Certificate. If you are an independent auto dealer (one who sells strictly used vehicles) a copy of your Continuing Education certificate or copy of your Pre-Licensing Education certificate that was completed in the last 24 months.
- Check or money order for \$50.00 made payable to MVD.

### **4. Shorter 2-page application requirements:**

Use this application if your primary business is located in one of the following counties: **Bernalillo, Sandoval, Valencia or Santa Fe.**

Make sure you complete the **CORRECT** application for the **COUNTY** in which your business is located. If you submit the incorrect application your license will be **DELAYED**.

Complete Page 1: Business Information page

Complete Page 2: Applicant Affidavit page

Attach:

- Bond receipt that shows your bond is paid and runs concurrent with the 2015 license, e.g.; April 1, 2015 to March 31, 2016. Read instruction # 53 for acceptable receipts.
- Print-out of your status with the Secretary of State (SOS) office for your corporation or partnership. The print-out must be no older than seven days from the day it was printed. The SOS standing printout can be obtained through Corporation Information at [http://www.sos.state.nm.us/business\\_services](http://www.sos.state.nm.us/business_services). This print-out is **only** for those of you whose businesses are: LLC, Corporations, partnerships and Sub S. If none of these categories apply to you, you **DO NOT** need to send a SOS print-out.
- Check or money order for \$50.00 made payable to MVD.

**ONLY if you are an Auto Recycler,**

Attach:

- Copy of your NOI Application Detail Page. The EPA does not issue hard copy permits; you must go to where you obtained your NOI permit and print your own permit. This page must state “active” for your 2015 Auto Recycler license renewal.
- Copy of NMVTIS compliance report that is no older than seven days from the day it was printed. You can obtain this print-out by either going to the agency to which you report or [www.vehiclehistory.gov/nmvtis](http://www.vehiclehistory.gov/nmvtis)

**5. Where can I get the 2015 renewal application?**

The 2015 renewal application will be e-mailed to all auto dealers and auto recyclers for whom we have reliable and current e-mail addresses. For those who have not provided the DLB with an e-mail address, the renewal applications will be available on the MVD website (<http://www.mvdonline.com/mvd-related-businesses-asp>) beginning **January 20, 2015**.

The Dealer Licensing Bureau will **NOT** mail applications. The forms on the website are fill-able. You can complete the application on-line and save it with your other computer documents. Please be sure to print two copies, one to send to the Dealer Licensing Bureau together with any attachments and your \$50.00 renewal application fee (check or money order only, payable to MVD) and one for your records.

Proofread your application to be sure that all the information you provide is accurate and complete. By completing the application thoroughly, the system will then allow the document to print. **ALL** boxes and blanks **MUST** be filled in, either with your information, or if it does not apply to your business with a “N/A.” Failure to complete all boxes will result in the document not being able to print.

**6. When are applications due?**

The deadline for completed applications is **February 28, 2015**. The Dealer Licensing Bureau (DLB) may not accept renewal applications postmarked or hand-delivered to the DLB after Friday, February 28, 2015.

**7. What will happen if my application is incomplete or late?**

Complete applications will be processed first. If an application is incomplete, i.e. missing any of the required attachments listed on the previous pages, processing of the application will be delayed.

Those applications received in the DLB office postmarked or hand-delivered **after** Friday, February 28, 2015 may be returned unprocessed.

Any application not received (or postmarked) by February 28, 2015 or remains incomplete at the close of that business day will result in MVD's refusal to renew the applicant's license. This is in accordance with State Regulation (18.19.4.30A NMAC):

*"The failure of a licensee to timely renew the license issued by this department may be considered reasonable cause for this department to refuse to renew the license."*

If the applicant wishes to resume business, he / she will then have to apply as a new, first-time auto dealer or auto recycler and comply with the requirements associated with that process, including participation in a Pre-Licensing Education class.

**8. How do I know if my application was received?**

You can check with the MVD website. Each Friday during renewal season, the DLB will post an updated spreadsheet that will allow you to track your application at (<http://www.mvdonline.com/mvd-related-businesses.aspx>).

**PLEASE NOTE:** The initial review will only be to verify that documents were received in the DLB office, **NOT** that the documents have been approved as valid or accurate.

**9. How do I know if I am missing any documents?**

You can check the MVD website. Each Friday during the renewal season, the DLB will post an updated spreadsheet. If there is not an "X" in the column, for a specific form, then the DLB did not receive it. We will also note the date(s) that we made additional information requests, and from whom. The spreadsheet is located at (<http://www.mvdonline.com/mvd-related-businesses.aspx>).

**PLEASE NOTE:** The initial review will only be to verify that documents were received in the DLB office, **NOT** that the documents have been approved as valid or accurate.

Upon full review of the application documents, it may be determined that a document is insufficient and the DLB may request additional information.

**10. What if I have questions?**

Answers to most questions can be found in this memorandum, the application instructions or the spreadsheet located on the MVD website at (<http://www.mvdonline.com/mvd-related-businesses.aspx>).

**11. When can I expect to get my 2015 license?**

Licenses for renewal applications received by February 28, 2015 will be processed in the order received and renewed as applications are approved. **Actual licenses will be mailed the last week in March.**

Renewal applications received after the February 28, 2015 deadline will be not be processed. Late applicants will be subject to apply new and will require the PLE class. Those licenses will be mailed when approved.

If you have any additional questions, please contact the Dealer Licensing Bureau at (505) 383-2316.